



Cabinet for Health and Family Services

Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 9 000.000

Category Title: DIVISION OF KENTUCKY ELECTRONIC HEALTH INFORMATION OBLIGATIONS

000.000 Policy Title: Use of Data-Audit Logs

Policy: Use of Data: The Division of Kentucky Electronic Health Information will maintain records of the date, time, and records accessed by a Participant through KHIE.

If necessary to comply with the Division of Kentucky Electronic Health Information KHIE's contractual and regulatory obligations as a business associate, the Division of Kentucky Electronic Health Information will produce audit logs that will provide data with the following fields of information:

1. Name of provider.
2. Data accessed.
3. Date and time of access.
4. Description of data accessed and, if necessary to comply with applicable laws and regulations, and if technically possible, specific data fields accessed.
5. Source IP address of the data request.
6. Designation IP address of the data request.

The Division of Kentucky Electronic Health Information will maintain a master patient index, a record locator service, and Medicaid and Kentucky State Lab Data as part of KHIE for the benefit of the Participants. Except as provided above, the Division of Kentucky Electronic Health Information will not maintain, and will not be responsible for, either maintaining records of the content of any Data Exchange between Participants or inspecting the content of such Data.

If necessary to comply with the Division of Kentucky Electronic Health Information contractual and regulatory obligations as a business associate, the Division of Kentucky Electronic Health Information will maintain and produce audit logs that will provide data with the following fields of information for Commercial Laboratory Services connections:

1. Name of provider requesting laboratory order.
2. Date and time of order request.
3. Source IP address of laboratory order.
4. Date and time of order response.

5. Source IP address of provider receiving laboratory results.

Any vendor contracting with the Division of Kentucky Electronic Health Information will respond to a request for audit logs in the following manner:

- a) A request for an audit log with the data fields listed above may be requested by the Division of Kentucky Electronic Health Information Executive Director, Deputy Executive Director or the KHIE Project Manager.
- b) The request for an audit log shall be delivered to the Project Manager for the vendor on site at the principal the Division of Kentucky Electronic Health Information Kentucky location.
- c) In the event of a breach as defined by 45 CFR §164.402, the vendor shall deliver the audit log response within 3 days of the request. The response shall be delivered to the individual that requested the audit log.

The Division of Kentucky Electronic Health Information will respond to a request for an accounting of disclosures of protected health information made by a Participant as set forth in 45 CFR §164.528 as follows:

- a) A request for an audit log with the data fields listed above may be requested by the Division of Kentucky Electronic Health Information Executive Director, Deputy Executive Director or the KHIE Project Manager.
- b) The request for an audit log shall be delivered to the Project Manager for the vendor on site at the principal KHIE Kentucky location.
- c) The vendor shall deliver the audit log response within 30 days of the request. The response shall be delivered to the KHIE Executive Director, Deputy Executive Director or KHIE Project Manager that requested the audit log. The requestor will deliver the log to the Participant.

Scope: This policy applies to all Participants, the Division of Kentucky Electronic Health Information and KHIE employees and contractors, including all persons providing contractor services and vendor services to the Division of Kentucky Electronic Health Information and KHIE.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Applicability: All Division of Kentucky Electronic Health Information and KHIE employees, contractors and vendors shall adhere to this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:

Revision Date:

Review Date: 01-15-2015

Effective Date: 06-15-2011

Cross Reference: 45 CFR §164.402, 45 CFR §164.528